

City of Winslow Job Description

Position Title: Library Clerk – Children Services
Department: Library
Reports To: City Librarian
Salary Range: 24
FLSA Status: Non-Exempt

GENERAL PURPOSE

Position assigned to specialized public service functions of Children Services. Work is performed in accordance with established policies and procedures and requires the exercise of independent judgment. This position requires frequent public contact and the ability to manage and resolve complex situations. This position is an at-will temporary part-time position per the Winslow Municipal Code Section 3.16.020.

SUPERVISORY RESPONSIBILITIES

May supervise volunteers and library aides, depending on experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Plans and conducts programs, book talks, children's shows and story times to stimulate and encourage reading.

Plans and conducts the children's summer reading program.

Maintains the overall orderliness and appearance of the children's department.

Provides information, readers advisory and limited reference services; assists the public in the use of the online catalog and internet.

Compiles lists of materials of interest to children and young adults.

Operates automated circulation system to check materials out and in and catalog system to locate materials.

Answers the phone and may give information concerning library operations and may route calls to supervisors.

Sorts and re-shelves library materials.

Visually checks for accurate and orderly sequence, re-shelving misplaced books and searches for lost books.

Processes and prepares overdue notices to be sent.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Minimum Education and Experience

- a) Minimum of one year college working towards an Associate's Degree; coursework in child development and early childhood education desirable.
- b) One or more years' experience in general office clerical tasks with computer operation skills.
- c) Any combination of training, education and experience which provides the required knowledge, skills and abilities to successfully perform the duties associated with the position.

2. Desired Knowledge, Skills and Abilities

- a) Knowledge of basic library principles, methods, materials, and practices.
- b) Familiarity with Windows Office software and internet search strategies.
- c) Knowledge of the Dewey Classification Schedule and library shelving rules.
- d) Ability to work independently and without constant supervision.
- e) Ability to develop, coordinate and direct programs and activities.
- f) Familiarity with books, authors, reference sources and databases.
- g) Ability to communicate effectively with patrons and fellow staff, orally and in writing.
- h) Ability to use and maintain general office equipment.
- i) Ability to resolve complex patron situations with a win/win outcome.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) The employee is required to see, sit, talk and hear.
- b) The employee is required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms.
- c) Ability to be on your feet many hours per day with the additional ability of walking up and down stairs on a regular basis.
- d) Must be able to lift 25 pounds or more.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is primarily performed from an active customer service desk as well as in an office type setting.
- b) The noise level is moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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